



news and information
for employees of the
City of Saint Paul

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City Update

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City Update is published bi-weekly
by the Citizen Service Office.
Submission deadline is noon,
Tuesday, one week before payday.

City Update

www.ci.stpaul.mn.us/cityupdate

First-Line Supervisory Training Academy

The City of Saint Paul is pleased to announce the First-Line Supervisory Training Academy. The Academy is five full days scheduled one day a week from October 14th through November 12th. Academy participants will learn basic supervisory skills and how to use City resources.

First-line supervisors or those who are interested in becoming promoted to a first-line supervisory position enroll in this academy.

Selection Criteria:

1. Is currently a First Line Supervisor and has not attended First Line Supervisory Training offered by the City of Saint Paul in the last year.

OR

2. Indicated an interest and willingness to take a leadership role, displayed an ability to share new knowledge with others in the organization, or has plans to promote to a supervisor role in the future.

See *FIRST-LINE TRAINING* on p. 3

1700 enjoy City employees picnic

The 2003 City employee picnic was held Wednesday, August 13th. The hot, humid day was perfect for cold drinks and water balloon tosses. Approximately 1700 City employees, families, and friends were in attendance for the evening's activities.

The grand prize, two airline tickets from Sun Country Airlines,

was won by Richard Solheid of Public Works Traffic Operations. The second prize, a 27-inch TV, was won by Frank Freshwater of Regional Water Services.



See *EMPLOYEE PICNIC* on p. 2



Please print this for your co-workers. The City is continuing to save money by not producing printed copies of the City Update, but still needs to communicate to all employees. Please help by printing this newsletter (preferably back-to-back) for workers in your area who do not have computer access. Thank you.

www.ci.stpaul.mn.us

Places to go. Things to do.

ilovesaintpaul.com



Can this be a Parks and Recreation employee in training? Dave Sundmark helps a youngster learn tree-climbing skills at the City Employees Picnic on August 13th.

EMPLOYEE PICNIC from p. 1

In addition to the free food and drinks, children and adults were treated to palm readings by Lorraine

Schmidt, tree climbing lessons provided by Dave Sundmark and Bob Bohland, exciting acrobatic performances and juggling by Circus

Juventas, games and the sounds of the band, Legends.

Mudonna, the Saint Paul Saints Mascot, and the Inflatable Precision Tune Auto Guy made entertained many of the children. The Police Department's Mike Morehead provided parents with internet safety information. Various departments brought vehicles and equipment for display, including the extremely popular K-9 unit and the Bookmobile.

Many compliments were overheard regarding the palm reader and the band. The Employee Relations Committee also received many thanks for an exciting picnic.

The City employee picnic would not have been such a success as it was, if it hadn't been for the volunteers who gave so much of their time. The committee would like to thank all of those volunteers, and looks forward to next year's picnic.

Be a Weekend Tourist in Saint Paul!

Explore the heart of Saint Paul with tours of two of our city's most historic sites.

Landmark Center and Central Library have joined forces to offer free Saturday morning tours on September 13th and October 11th. The tours begin at 10 a.m. at Landmark Center, the gorgeously renovated former Federal Courts building that is now host for many from the arts community and regular community arts events.

"Tourists" can then cross Rice Park to either tour Central Library or watch a Saturday Live! children's event in the Youth Services area. At the end of the tour, participants will receive a gift bag including a discount at the Elements Restaurant located in the Science Museum of Minnesota.

Pre-registration for the free tours is requested but not required. For information or to pre-register, contact the Landmark Center at 651-292-3230.



Central Library

Following two years of renovation, the gorgeously decorated Central Library reopened to the public in October of 2002. Completed in 1917, Central Library is Italian Renaissance revival in style. It features hand-painted ceilings in numerous rooms, including the old main reading room, now named the Nicholson Information Commons. The building also has stately round arched windows, carved relief sculptures, classical columns and pilasters, and restored cork floors. It was added to the National Register of Historic Places in 1975. The Library houses prominent artwork, including original drawings

by the author/illustrator of the famous children's book, "Make Way for Ducklings," and three engaging sculptures of the children's book character, Ramona the Pest. As flagship for the Saint Paul Public Library system, Central Library is also a working facility, with more than 350,000 books and other materials, a spectacular Children's Room complete with historic puppet stage, and a special collection of historic Saint Paul items.

Landmark Center

Infamous gangsters, Supreme Court Justices and G-men once walked the corridors of Saint Paul's Landmark Center. The Richardsonian-Romanesque work of art served as the site of Saint Paul's famous "gangster trials" during the 1930s.

Mid-century, the building served as a main branch of the U.S. Post Office, wherein much of the building's ornate, carved wooden and marble interior was encased in "walls" of plaster. Domed, stained glass ceiling lights, intricately carved

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FIRST-LINE TRAINING from p. 1

The application and course description may be downloaded from the City's intranet web site at theorb.ci.stpaul.mn.us, or you may contact Michelle LeBow, 651-266-6514, or Sue Warner, 651-266-6510, to have an application sent to you.

The application deadline is September 22nd. The First-Line Supervisory Training Academy is scheduled at Phalen Clubhouse Tuesday, October 14th, 21st, and 28th, and Wednesday, November 5th, and 12th. Applicants will receive detailed information in September.



WEEKEND TOURIST from p. 2

pillars and bas-relief designs were forgotten.

In 1970, the building was scheduled for demolition. With the wrecking ball in position, a small group of determined citizens spearheaded an effort to save the building. Their efforts were successful, and in 1972 the building was renamed Landmark Center and declared a National Historic Monument by President Nixon. The restoration was very successful. The building has been honored many times, including a top award from the American Institute of Architects in 1980.

Gopher pep fest

Enjoy a FREE slice of our downtown with pizza and beverages as you cheer on the 2003 Minnesota Gophers football team. It's on Thursday, August 28th, from 11:30 a.m. to 1:00 p.m., and it's on Robert Street between 6th and 7th.



The event is a huge pep fest that features members of this fall's Gophers squad, plus Coach Glen Mason, the Gopher Cheerleaders, and the spectacular University of Minnesota Marching Band.

Blood drive reminder

Summertime, and the livin' is easy. We know that many regular blood donors are on vacation and traveling away from home, but if you're an individual in need of blood products, or a hospital that has to cancel elective surgery because of short supply, the livin' may not seem so easy!

The next City/County blood drive will be held on Wednesday, September 3rd in Rooms 40-42 of the City Hall and Courthouse. There are lots of appointments left — even a couple of 8:30s — so please call Linda Crosby at 651-266-6530 to say that you will donate. You may also e-mail

The Weekend Tourist offerings are free and open to the public. Both the Landmark Center and Central Library are handicapped accessible. The tours are jointly sponsored by the Landmark Center, Saint Paul Public Library, and The Friends of the Saint Paul Public Library.

her at linda.crosby@ci.stpaul.mn.us.

If you already have an appointment, please eat well and keep your appointment on September 3rd.

Type O donors — we always need you.

If you haven't given in a while... just because... how about reversing that pattern? Your donation will be appreciated by someone more than you can know.

City job openings as of August 22nd, 2003

Application deadline	Job title	Bi-weekly or hourly salary rate	Exam date
Open	Aquatics Facility Supervisor (Year-Round)	\$11.71 per hr	See Job Ann
Open	Assistant Aquatics Facility Supervisor (Year-Round)	\$10.08 per hr	See Job Ann
08/28/03	Chief Surveyor (prom)	\$2,188.18 bi-weekly	See Job Ann
09/08/03	Custodian	\$16.70 per hr	See Job Ann
Open	Director of Education Initiative	\$50,000-\$60,000 yearly	See Job Ann
08/26/03	Elevator Inspector	\$31.06 per hr	See Job Ann
09/02/03	Environmental Coordinator (prom)	\$1,555.55 bi-weekly	See Job Ann
08/25/03	IS Information/Technical Analyst IV	\$1,875.71 bi-weekly	See Job Ann
09/02/03	Grounds Crew Leader (prom)	\$20.87 per hr	09/10/03
Open	Life Guard (Year-Round)	\$8.45 per hr	See Job Ann
Open	Water Safety Instructor (Year-Round)	\$8.98 per hr	See Job Ann

Note: Call or visit the Office of Human Resources to receive the official job announcement for these positions. Location: 400 City Hall Annex. Phone: 651-266-6500 or visit the web site: www.ci.stpaul.mn.us/jobopenings. For jobs announced after August 5th, please call our 24-hour job line, 651-266-6502.

On January 16th, 2003, Mayor Randy Kelly announced a hiring freeze for the City of Saint Paul until further notice. This applies to all positions within the City, but excludes the Saint Paul-Ramsey County Department of Public Health and RiverCentre.

Certain positions may be determined exempt for the hiring freeze; please continue to check our web site and job line to see if there are any new postings in which you might be interested.